

Approved
CMPC Facilities & Amenities Subcommittee
Meeting Minutes

Tuesday, November 27, 2007

Millennium Room 11

8:00 a.m.

Attendees: Jim Kottas, John Cunningham, Kate Hollister, Val Wormell

Call to Order: 8:04 a.m.

I. Consent Agenda

There were no additional items to add to the agenda.

II. Approval of Minutes

There were no minutes to approve.

III. Review outstanding action items

Outstanding/New Action items:

- sign up subcommittee on various Town Board's agendas – Planning Board, Board of Selectmen done(VW)
- solicit amenities list from Assistant Town Manager – done, see email response (JK)
- list potential adversarial groups – VW to email westfordtaxpayers.org (JC)
- document list of questions/comments for consultant – (JK)
- status of various reports; dept level surveys, long range fiscal policy – done (VW)
- distribute fire study report when available – report not available (VW)
- add consultant "stress points" list to issues list – TBD (JK)
- collect, collate subcommittee responses to discussion questions – in progress (JK)
- type and forward interview responses - in progress (ALL)
- update list of questions – not done (VW)

IV. Discussion Topics

Cunningham reviewed interview results from various departments. The subcommittee discussed how to report the results to the Comprehensive Master Plan Committee. It was decided not to share the full document as it was 38 pages long. The complete document will be submitted to the consultant as background information and made available to the whole committee electronically.

The subcommittee went over the upcoming schedule of board presentations. Discussion question input will be received from the Planning Board on 12/3 and from the Board of Selectmen on 12/11. Kottas will be the presenter and all other subcommittee members would take notes. The subcommittee would meet immediately after each presentation and consolidate individual notes into one response. Kottas will prepare a presentation for each of the Boards.

Review of the technical paper continued, checking for inaccuracies, updated or incorrect information. Work progressed through page 22.

V. Next Meeting

Thursday, November 29, 2007, 8 AM, Millennium Room 11.

VI. Adjournment

Wormell moved to adjourn the meeting at 9:25 a.m.